

---

## Summer Youth Programs

www.mtu.edu/syp  
outreach@mtu.edu  
(906)-487-2219

# Experience Counselor Position Description

## The Basics

Experience Counselors (ECs) are those who enjoy engaging with new people and forming connections. They have a wide variety of interests and are willing to try something new with enthusiasm. Experience Counselors bring exuberance to evening activities while maintaining order, prioritizing participant safety and enforcing Summer Youth Program expectations. Experience Counselors are adaptable, have strong communication skills and great leadership. It is crucial Experience Counselors are able to adjust to the surprises a day at SYP can bring while guiding participants through their scheduled activities enthusiastically, and relay concerns and notes to other staff as necessary. They are upstanders and team players, ensuring Summer Youth Programs provides inclusivity while working collaboratively to provide memorable experiences for all our participants. Experience Counselors are accountable and reliable individuals who show up on time, exhibit professionalism and ensure their duties are completed to the expectations of SYP while fostering enthusiasm and excitement.

## Compensation and Work Timeline

- Mid-June - early August (6wk\* employment plus 1wk required training)
- Base Salary: \$10.20 per hour (up to 40 hours)
  - Pro-Staff Supervisor approval is required for any hours over 40/week
- Paid training
- Meals are provided during your shift in the residence hall
- Hours vary from week to week, use these as a guideline.
  - Sunday: 12:00 PM - 10:15 PM
  - Mon.-Thurs.: 4:00 PM - 10:15 PM
  - Friday: 4:00 PM - 10:15 PM
  - Occasional Saturday shifts may be requested

\* Week 6 scheduling subject to need. Possible extended hours after 8/5/23 may be available.

---

## Essential Duties and Responsibilities

- Cultivating a sense of community between participants and staff
- Lead registration and student orientation, including campus tour, on Sunday afternoons
- Manage participants during the transition from class to dinner
- Manage and interact with participants during mealtimes to ensure compliance with dining hall rules, identify potential issues and assist with ensuring an inclusive culture
- Manage participants during evening recreational activities
- Lead Check-Out on Friday afternoons, smooth the cleaning and departure process
- Be responsible for accurately delivering essential information to participants/cohorts
- Collaborate with the Lead Experience Counselor to promote an environment of continuous improvement in evening activities
- Ensure safety of participants
- Ensure compliance with SYP Expectations
- Assist with discipline issues
- Actively engage with participants in activities
- Maintaining professionalism amongst participants and peers
- Other duties as assigned

## Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Ability to maintain confidentiality with sensitive information
- Willingness to be an authority figure first and a friend second
- Embrace diversity and enjoy working with students from many different cultural, ethnic, social and economic backgrounds
- Maintain a positive outlook
- Attention to detail and emphasis on safety
- Ability to conduct oneself with professionalism and calm in a spectrum of situations
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training\*
- CPR/First Aid with AED Training\*

## Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Valid Lifeguard certification (American Red Cross or equivalent)

\*Training provided prior or during orientation

---

## Work Environment

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experiences that prepare them for post-secondary success. Successful employees often need to spend prolonged periods of time on their feet and lift up to 50 pounds.

## Required Training and Other Conditions of Employment

Successful applicants will be required to attend a week long paid training the week prior to the start of Summer Youth Programs. All successful applicants must also submit to and pass a State of Michigan background check prior to employment.